

# AGM USER GUIDE

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**AGM**



convene

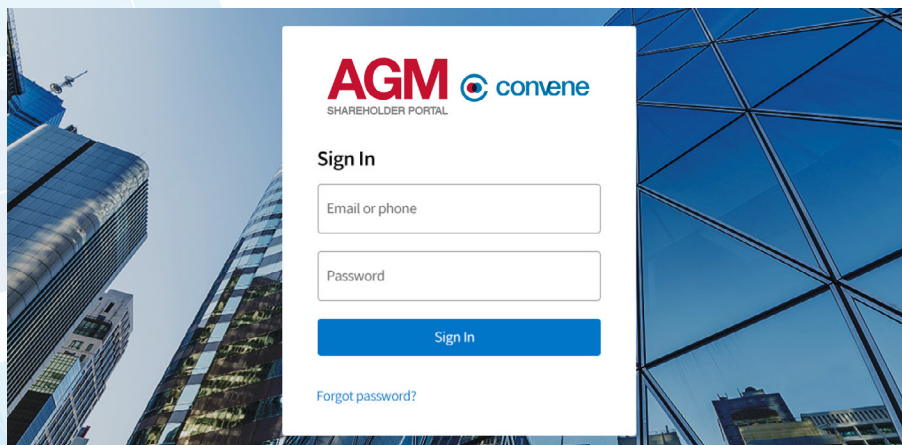


# Get Started with AGM@Convene

The AGM@Convene Admin Portal is your end-to-end solution empowering virtual and hybrid AGMs that are fully compliant with the latest governance standards and guidelines globally.

To prepare for the AGM, ensure that you:

1. Register your account.
2. Sign in and browse the AGM information.
3. Submit the **Proxy Form** in case you cannot attend the AGM.
4. Submit **Questions** if you have clarifications on the Resolutions.
5. Test the Live Webcast to guarantee a smooth experience.



*In order to achieve a fast, seamless, and secure eAGM, refer to the [Check Software and Hardware Requirements](#) page.*



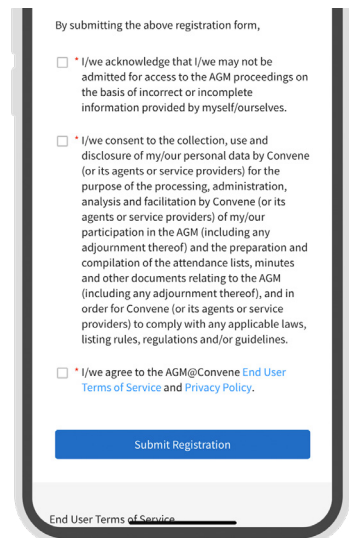
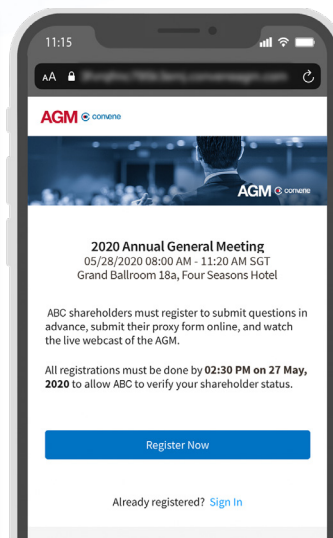
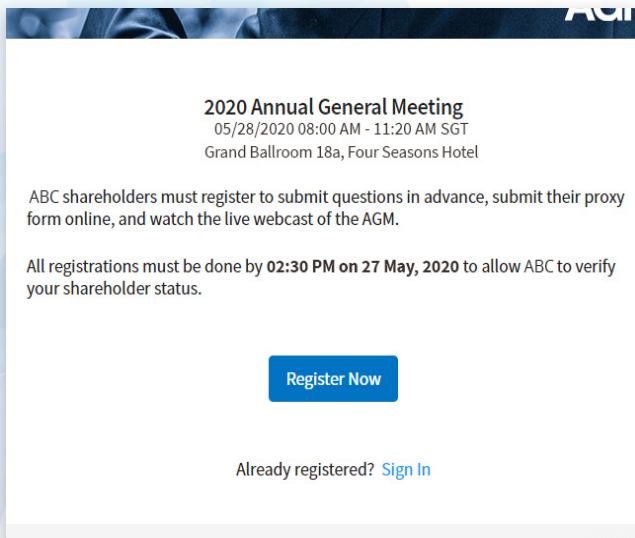
# Register for the AGM



## Register your Account

In order to access the AGM@Convene, you need to register first to create your account.

1. In the AGM@Convene portal, select the AGM that you will attend to.
2. Select **Register Now**.
3. Fill out the form with the required information and select **Submit Registration**.
4. A confirmation will be displayed after a successful registration.
5. Check your email for the next step.

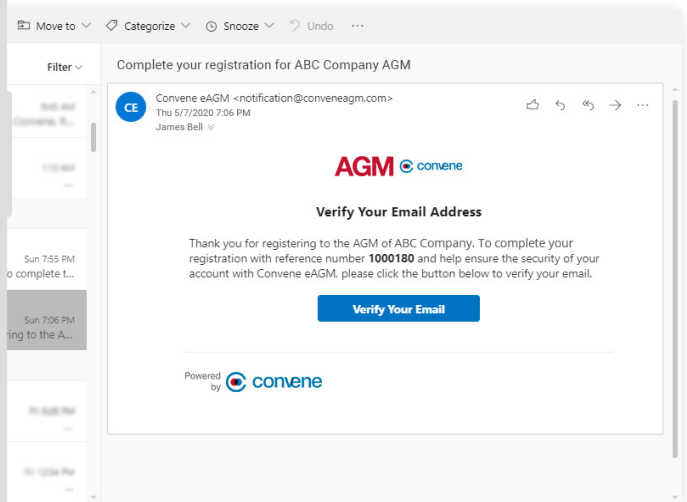
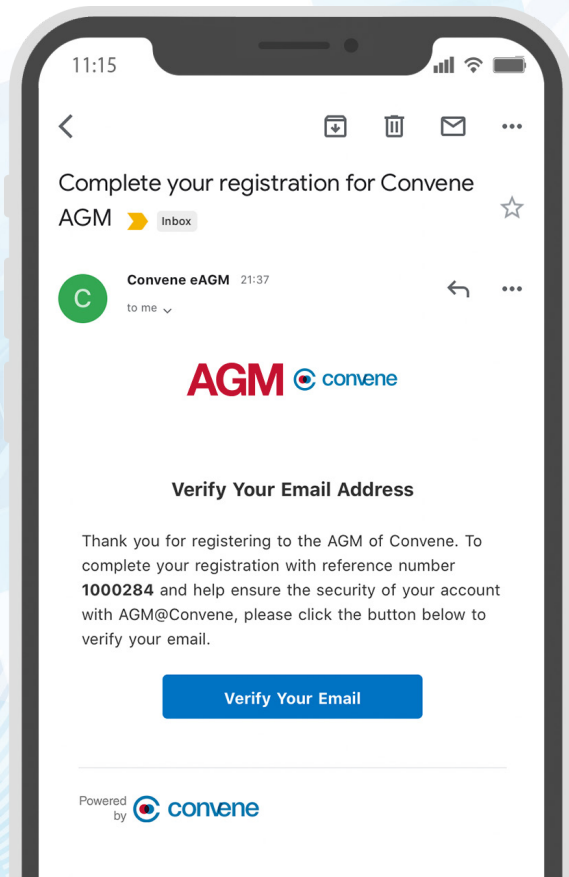




## Verify your Email

To complete your registration, you will need to verify your email address.

1. Check your email inbox.
2. Open the email from AGM@Convene.
3. Select **Verify Your Email**.
4. You will be redirected to a new page to create your password.






## Update your Password

After the email verification, you will be redirected to the AGM@Convene portal to create a password.

1. Enter your chosen password.
2. Retype your password to verify.
3. Click **Continue**.
4. After updating your password, you can sign in with your verified email and new password.



AGM 


**Thank you for verifying your email!**  
Please provide a password to complete your new account.  
This will be your password to watch the live webcast of the AGM or if you wish to submit questions or your proxy form at a later time.

[Continue](#)

Already have an account? [Sign In](#)

11:15

AA  [AGM@convene.com](#) 

AGM 

**Thank you for verifying your email.**  
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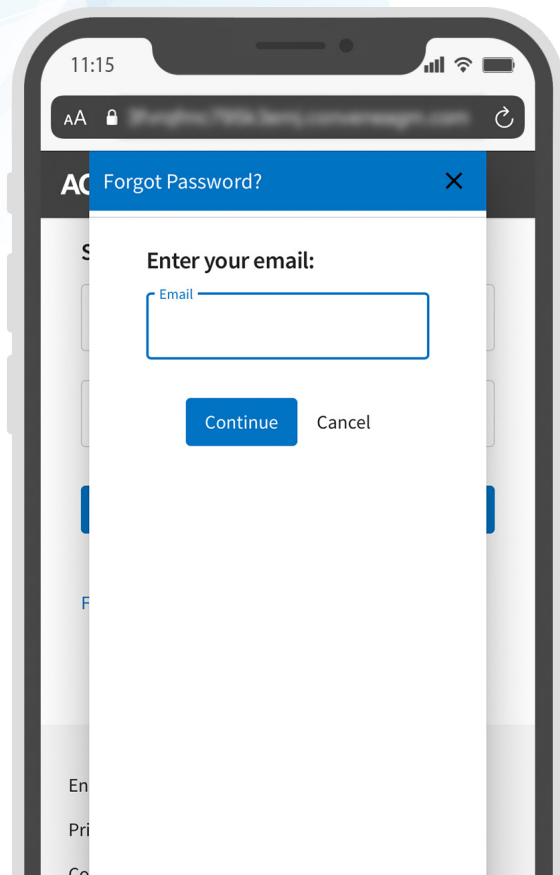
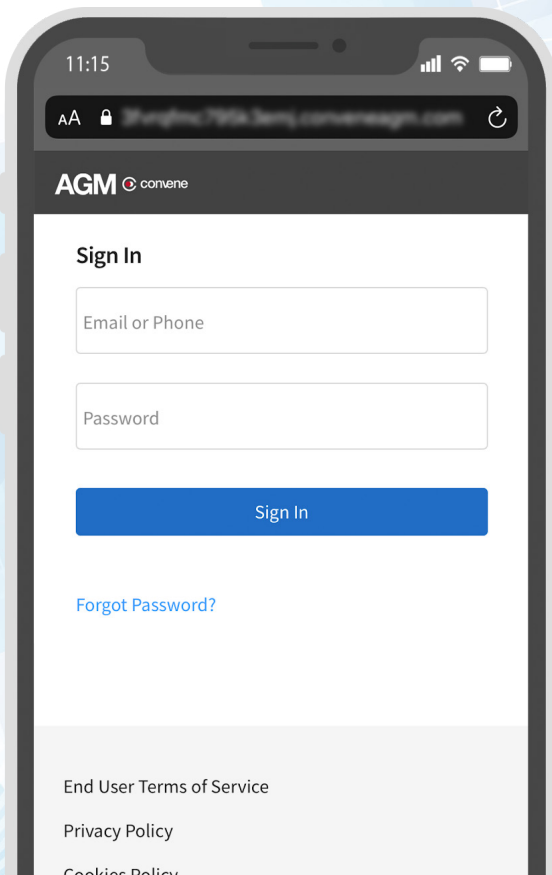
[End User Terms of Service](#)



## Reset password

In case you have forgotten your password:

1. Select **Forgot Password?**.
2. Enter your email address to receive the password reset instructions.
3. Select **Continue**.
4. Open the email sent by AGM@Convene and click the link to reset your password.





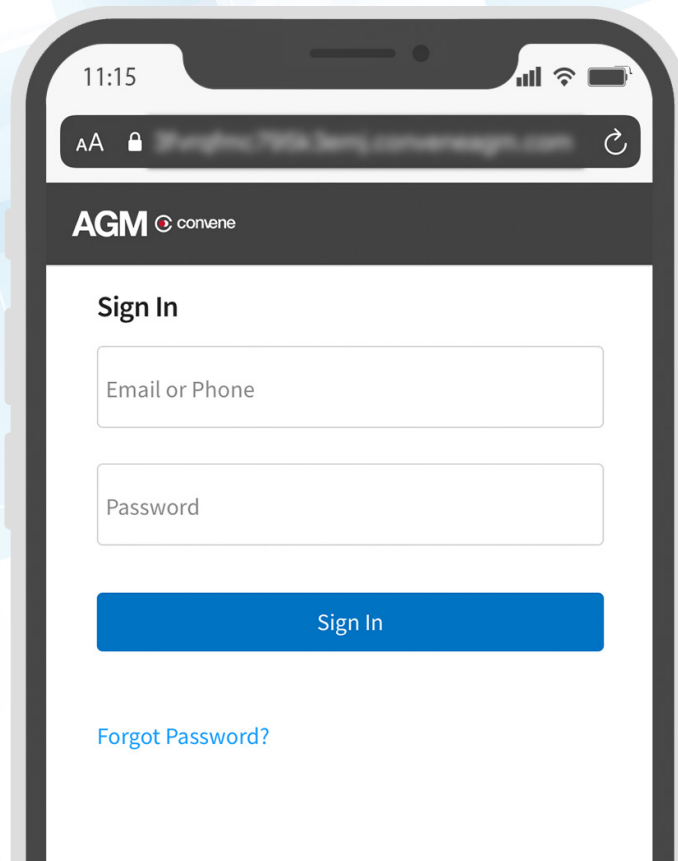
# Access the AGM



## Sign in to AGM@Convene

Once you have successfully registered, you can always access the AGM@Convene portal to view the AGM information and updates.

1. Select **Sign In**.
2. Enter your verified Email or Phone and Password.
3. Click **Sign In**.

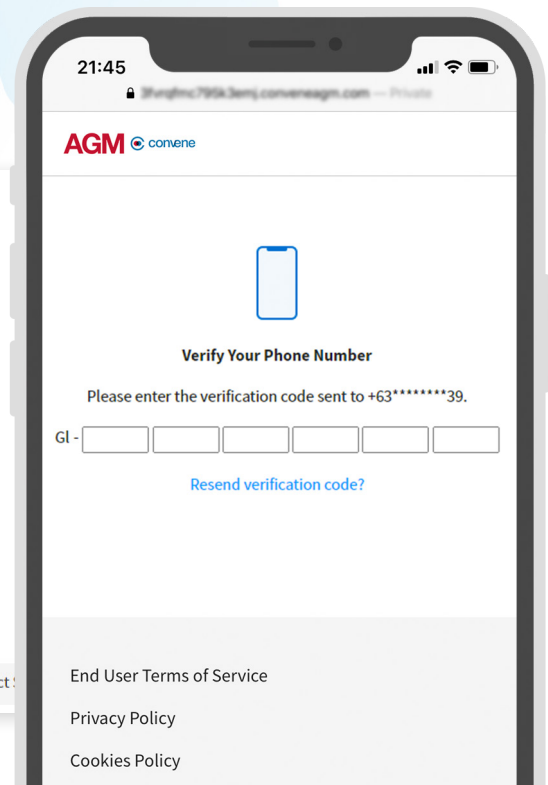
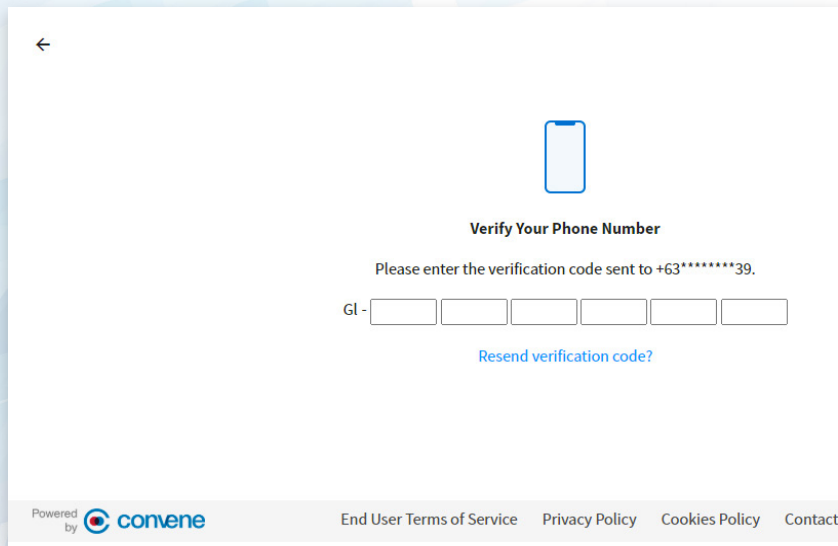




## Enter your One-Time Password

When a two-step verification via SMS is enabled, a one-time password (OTP) will be sent to your registered mobile number to add another layer of authentication when logging in.

1. Enter the One-Time Password (OTP) sent to your registered mobile number.
2. You will be logged in successfully after verification.



*Note: SMS OTP will always be required for every sign in.*





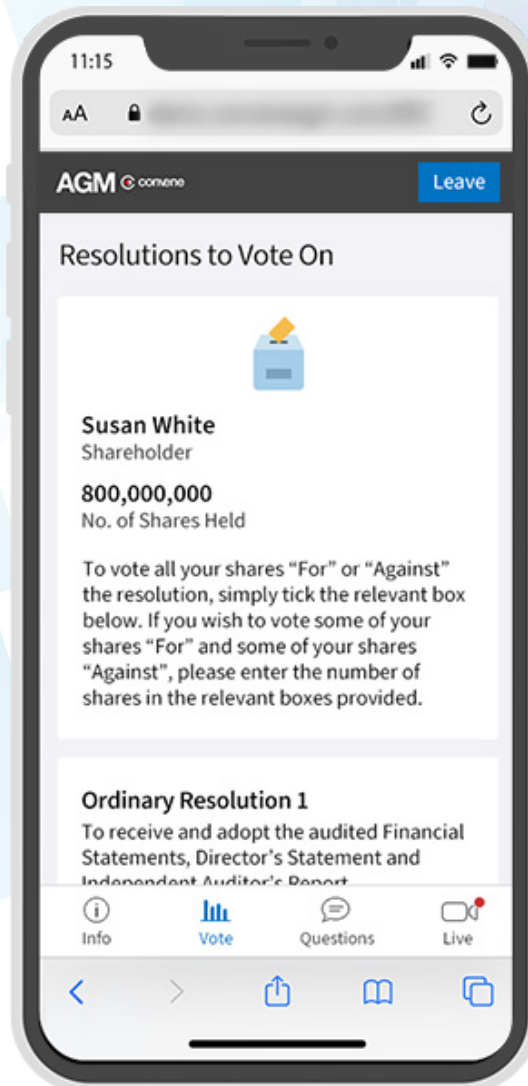
## View Notice and AGM Information

After signing in, you will see the Notice of the AGM on the home page, along with the other information and quick links to submit Proxy forms and Questions. You can browse the documents by tapping them.



 **View Resolutions**

To review all the Resolutions for voting prior to AGM, select the **Vote** tab.






# Submit Proxy Forms

Shareholders who cannot attend the AGM may still vote by submitting a Proxy Form 72 hours before the AGM starts.

1. Select **Fill Out Proxy Form**.
2. Provide the required details.
3. Select **Continue**.
4. Review the details then select **Submit** to confirm.

**AGM** 

**ABC Company**  
(Incorporated in Singapore)  
(Registration No. 015710465H)

**PROXY FORM**

*This Proxy Form has been made available on the home page of the Company's corporate website (www.abccompany.com), ABCNET and the following URL: sg.conveneagm.com/abccompany. A printed copy of this Proxy Form will **not** be despatched to members of the Company.*

Name:  NBIC / Passport Number / Company Regn. No.:

I/We\*  of

being a member/members of ABC Company (the "Company") hereby appoint the **Chairman of the Meeting** as my/our proxy to attend and my/our behalf at the Annual General Meeting of the Company, to be held by electronic means on Thursday, 28 May 2020 at 08:00 a.m. ("AGM" adjournment thereof.


The proxy shall vote on the Resolutions set out in the Notice of Annual General Meeting dated 5 May 2020 in accordance with my/our direction

**IMPORTANT:**


1. Alternative arrangements relating to, among of questions in advance and voting by proxy Company's announcement dated 5 May 2020 of Annual General Meeting dated 5 May 2020 on the same day. The announcement and th Meeting can also be accessed at the home pa website (www.abccompany.com)
2. A member will not be able to attend the AGM below for further details.
3. This Proxy Form is not valid for use by CPF an ineffective for all intents and purposes if usec them.

11:15

08 May, 2020 06:35 AM SGT.

 **Proxy Form**

[Fill Out Proxy Form](#)


 **Submit Questions**


[Submit Questions](#)



# Submit Questions in Advance

If you have clarifications before casting your vote, you may submit Questions days before the AGM starts.

1. Select **Submit Questions**.
2. Click Add button  .
3. Enter your question.
4. Select **Submit**.






**AGM** 

**Submit Your Questions**

Please select the relevant resolution(s) below and enter your question in the box provided. Once done, press the Submit button at the bottom of the form. The question session for and Ordinary Resolution 1, 3, 5 are closed. Please submit questions for other resolution.


**Resolutions**

**Ordinary Resolution 1**


	1	Adoption of the Directors' Statement and the Audited Financial Statements of the Company for the financial year ended 31 December 2019, together with the Auditors' Report thereon
	2	Approval of Directors' fees of \$5208,000 for the financial year ending 31 December 2020, with payment to be made in arrears
	4	Re-election of Mr James Bell as a Director of the Company
	6	Re-appointment of XYZ Public Accountant Corporation as Auditors of the Company and to authorise the Director of the Company to
	7	Authority to issue shares

**General Questions**

Enter questions

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**AGM** 


**Submit Your Questions**


Please select the relevant resolution(s) below and enter your question in the box provided. Once done, press the Submit button at the bottom of the form.

**Resolutions**

**Ordinary Resolution 1**

 1 Adoption of the Directors' Statement and the Audited Financial Statements of the Company for the financial year ended 31 December 2019, together with the Auditors' Report thereon

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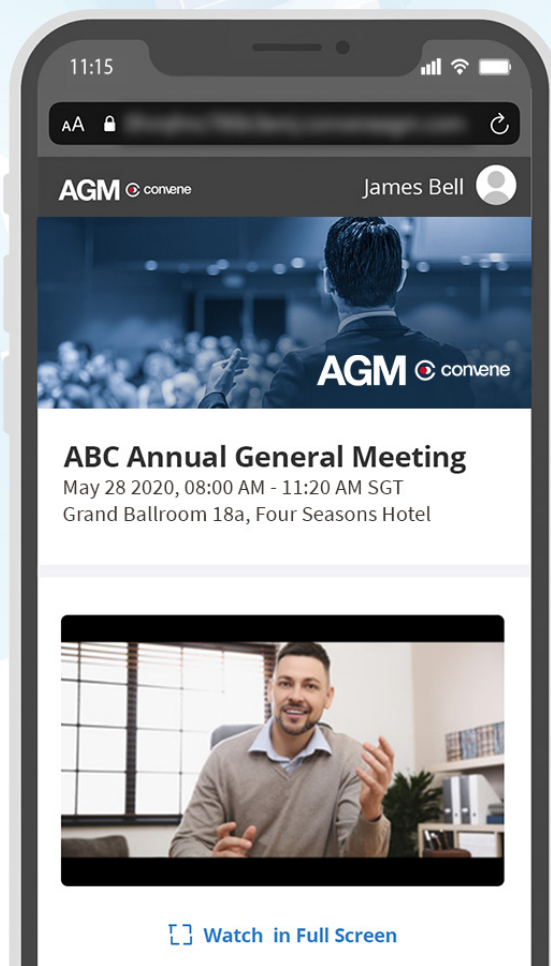
 3 Re-election of Mr James Bell as a Director of the Company



# Test the Live Webcast

To ensure that you can clearly view the presentation on the day of the AGM, a recorded video is provided to test your device.

1. Visit this [Test site](#) to open the sample live webcast.
2. Make sure that the volume is not set to 'Mute'.
3. Adjust the volume of your device to a comfortable level.
4. If you are having trouble connecting to the Test site, please refer to the [Check Software and Hardware Requirements](#) page.





# Check Software and Hardware Requirements

## For Shareholders

### Required Equipment

To join the live webcast, it is essential that you are equipped with:

- Desktop or laptop or mobile device with compatible OS
- Speakers and a microphone (built-in or USB plug-in or wireless bluetooth)
- Internet connection (broadband wired, or wireless, either 3G, 4G or LTE)

### System Requirements

#### Recommended Browser Versions

Use a browser that is HTML5-compatible:

- Google Chrome 74 and above
- Safari 12.1.2 and above
- Microsoft Edge 80 and above

#### Recommended Bandwidth

- For audio-only sessions: 2 Mbps
- For audio and video: 5 Mbps
- For audio, video, and screen sharing: 8Mbps

#### Recommended Internet Connection

Connect to the internet using a Local Area Network (LAN) as it is more stable than WIFI.

1. If it doesn't work with the office network, try bypassing the office LAN and use a 4G connection to determine if it's a network port issue.
2. Please do a [speed test](#) to see if it's a network speed issue.
3. If your internet connection is slow, please close other applications that may be downloading in the background.
4. Check if you have other devices connected on the same router that is also consuming additional bandwidth.

## Device Requirements

### Desktop and Laptop Processor and RAM Requirements

Processor	Dual Core 2Ghz or Higher (i3/ i5/i7 or AMD equivalent)
RAM	8GB

### Mobile and Tablet Device Requirements

Device	OS
Apple IOS Tablet - Ipad Mini, Ipad, Ipad Pro	iOS 12 and above
Apple IOS Iphone	iOS 12 and above
Android Tablet	Android 9 Pie and above
Android Mobile Phone	Android 9 Pie and above
Windows Tablet	Windows 10 and above

**Notes:**

- For Apple iOS devices, it is recommended to use Safari over Chrome.

# For Chairman and Panelists (Hosts of AGM)

## Required Equipment

**As you will be appearing on live webcast, it is essential that you are equipped with:**

- Desktop or laptop or tablet device with compatible OS
- Speakers and a microphone (built-in or USB plug-in or wireless bluetooth)
- Camera or video devices, either:
  - Webcam or HD webcam (built-in or USB plug-in)
  - HD cam or HD camcorder with video capture card
- Internet connection (broadband wired, or wireless, either 3G, 4G or LTE)

## System Requirements

### Recommended Browser Versions

Use a browser that is HTML5-compatible:

- Google Chrome 74 and above
- Safari 12.1.2 and above
- Microsoft Edge 80 and above

### Recommended Bandwidth

The recommended bandwidth for live broadcast to group:

- For audio-only sessions: 2 Mbps
- For audio and video: 5 Mbps
- For audio, video, and screen sharing: 8Mbps

### Recommended Internet Connection

Connect to the internet using a Local Area Network (LAN) as it is more stable than WIFI.

1. If it doesn't work with the office network, try bypassing the office LAN and use a 4G connection to determine if it's a network port issue.
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## Device Requirements

### Desktop and Laptop Processor and RAM Requirements

Processor	Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)
RAM	8GB

Notes:

- For optimum screen sharing performance on laptops, we recommend a quad core processor or higher. Dual core laptops have a reduced frame rate when screen sharing (around 5 frames per second).
- For desktops and laptops, it is recommended to use Chrome, over Firefox and Safari.

## Tablet Device Requirements

Device	OS
Apple IOS Tablet - Ipad Mini, Ipad, Ipad Pro	iOS 12 and above
Android Tablet	Android 9 Pie and above
Windows Tablet	Windows 10 and above

Notes:

- For Windows Tablets, it is recommended to use Chrome over Firefox.



Should you have any questions, comments, or suggestions, please feel free to contact your Account Manager or our Support Team:

**[support@conveneagm.com](mailto:support@conveneagm.com)**

You may also use the live chat at our support page:

<https://www.azeusconvene.com/convene-eagm/support>

**Australia Toll Free:**

1 800 789 564

**France:**

+33 9 70 01 98 34

**Hong Kong:**

+852 2152 3666

**New Zealand:**

+64 4830 3496

**Singapore Toll Free:**

800 852 3335

**United Kingdom  
Toll Free:**

0 800 088 5517

**India Toll Free:**

000 800 100 6862

**United Arab Emirates:**

+971 42482947

**Greece:**

+30 21 1198 8980

**Malaysia Toll Free:**

1 800 817 240

**Philippines:**

+63 921 316 0339

**South Africa  
Toll Free:**

0 800 999 371

**United States /  
Canada Toll Free:**

1 800 638 0246

**Belgium**

+32 3 808 01 22

**Kenya**

+254 20 3892298

**Romania**

+40 31 630 0283